



Family Agreement

Children's Discovery Center will provide safe, quality childcare in a child-centered environment through qualified, trained staff. In return for this service, and by signing this form, you the parent or legal guardian of enrolled child, agree to the following.

ENROLLMENT

Your child is enrolled upon completion of an enrollment conference AND receipt of the following items:

- ✓ Completed and Signed Registration and Emergency Information
- ✓ Signed Family Agreement
- ✓ Completed and signed Immunization Information
- ✓ Non-refundable registration fee and the first week of tuition

SCHEDULE / ARRIVAL / PICK-UP

Your child's arrival and pick-up schedule is determined at enrollment. In order that we may provide necessary staffing, permanent and temporary schedule changes must be submitted in writing and approved by the Director or Assistant Director. Your child will be release only to parent(s) or person(s) who are authorized on the registration form. Should you have an emergency and you know that you will be arriving after your scheduled time, please notify staff.

- ✓ **The center closes at 6:00pm. If you arrive any time after 6:00pm you will be charged at the rate of \$1.00 per minute (payment is due upon arrival)**

ATTENDANCE

Because our staff must still be paid, you are responsible for weekly tuition. Your child's attendance is important to us. Please understand that absences are not tuition-free

TUITION

Weekly tuition is due and payable on Monday of each week for that week's care. Tuition rates are determined according to the age of the child. Tuition payments may be made by cash, check or money order, payable to Children's Discovery Center. A fee of \$25.00 will be charges for all returned checks. If we receive a second returned check we may ask that you pay on a cash only basis.

LATE FEES

There will be a \$25.00 late fee if weekly tuition is not made by 6:00pm Monday for that week's care.

In addition, a daily fee of \$25.00 will be charged on your account until tuition is current, unless previous arrangements have been made] in writing with the director.

HOLIDAYS

We will be closed on all 6 major holidays including the day after Thanksgiving. The Center also closes at 12:00pm Christmas Eve (If falls during the week, otherwise closed) and 3:00pm New Year's Eve (If falls during the week, otherwise closed). If a holiday falls on a Saturday or Sunday the center will close either Friday or Monday to observe the holiday. Please notify the Center if your child will attend on the early-close days so we can arrange for adequate staffing, You are responsible for your regular tuition for the weeks in which these holidays occur. Please understand that holidays are not tuition free.

INCLEMENT WEATHER

When inclement weather necessitates a change in open/close times, television stations 3, 6, and 7 and radio station GBI 100.7 and KFAB 1110AM will be notified. If schools and businesses close early, and authorized person should pick up your child as soon as possible.

FAMILY FREE DAYS

Families, who attend Children’s Discovery Center full-time , after 90 days of enrollment, are eligible to receive 5 free days per calendar year (per family) Eligibility is established only if tuition, registration and other payments are current. A written notice that you would like to use your free days must be submitted and then a credit will appear to your account. Free days can be used for medical purposes, closing and holidays or other. Free days start over each January and do not accumulate from year to year. Free days for new families are prorated from their start date.

SUMMER LEAVE

If you do not wish to keep your child enrolled during the summer months, but wish to hold a spot, you will be required to pay the regular tuition for those months whether your child attends or not. If you choose not to hold a spot for your child, your child may be re-admitted on a space available basis in the fall. Your child’s information must be updated upon re-enrollment and accompanied with a registration fee of \$50.00. This policy also applies to leaves taken during other times of the year. Your child’s tuition is due in order to hold a place for your child while on leave.

TERMINATION OF ENROLLMENT

Termination may be made for any of the following reasons:

- ✓ Failure of your child to adjust to the schedule and routines of Children’s Discovery Center, so as to cause abnormal stress, or anxiety on the child, other children and staff.
- ✓ Failure to meet tuition requirements
- ✓ Failure by parents to abide by policies and procedures of Children’s Discovery Center. The Center Director and other Children’s Discovery Center board will make final decisions regarding termination of enrollment. If you wish to withdraw your child from Children’s Discovery Center, you must submit a two-week written notice

DISCOUNTS / CREDITS

- ✓ A 10% discount offered to FULL-TIME families with more than one child enrolled. The discount will be calculated on the lower tuition rate, providing that each child is enrolled full-time. Part-time families are not eligible for a discount or family free days
- ✓ We offer a \$50.00 referral Credit to our families. If, as a result of your referral, another family enrolls their child, you are entitled to a referral credit. Tuition, registration and other fees must be current, and the new family must indicate that you referred them, in order to receive this credit.

OTHER DISCOUNTS

- ✓ Additional Fees may be assessed for field trips or extra-curricular activities.
- ✓ Children’s Discovery Center may periodically have to increase tuition. If such an increase is necessary, you will be provided a written notice of the increase.

I have read and understand the policies and terms of this agreement. I have been provided an additional copy for our records. By signing this agreement, I agree to Pay Children’s Discovery Center the weekly rate of \$_____ and will comply with all the Center regulations and policies in order to insure that childcare services will continue for my child. I understand that failure to uphold the terms of this agreement will result in the immediate termination of care, and if necessary, the initiation of collections procedures.

Signature of Parent or Legal Guardian _____

Names of Enrolled Child / Children _____ Date _____